

SF Small Business Summit

HELP BECOMING A SUPPLIER

OFFICE OF THE CONTROLLER



SF CITY PARTNER

How to Become a Supplier

Wednesday, October 5, 2021



CITY & COUNTY OF SAN FRANCISCO

Office of the Controller
Systems Division



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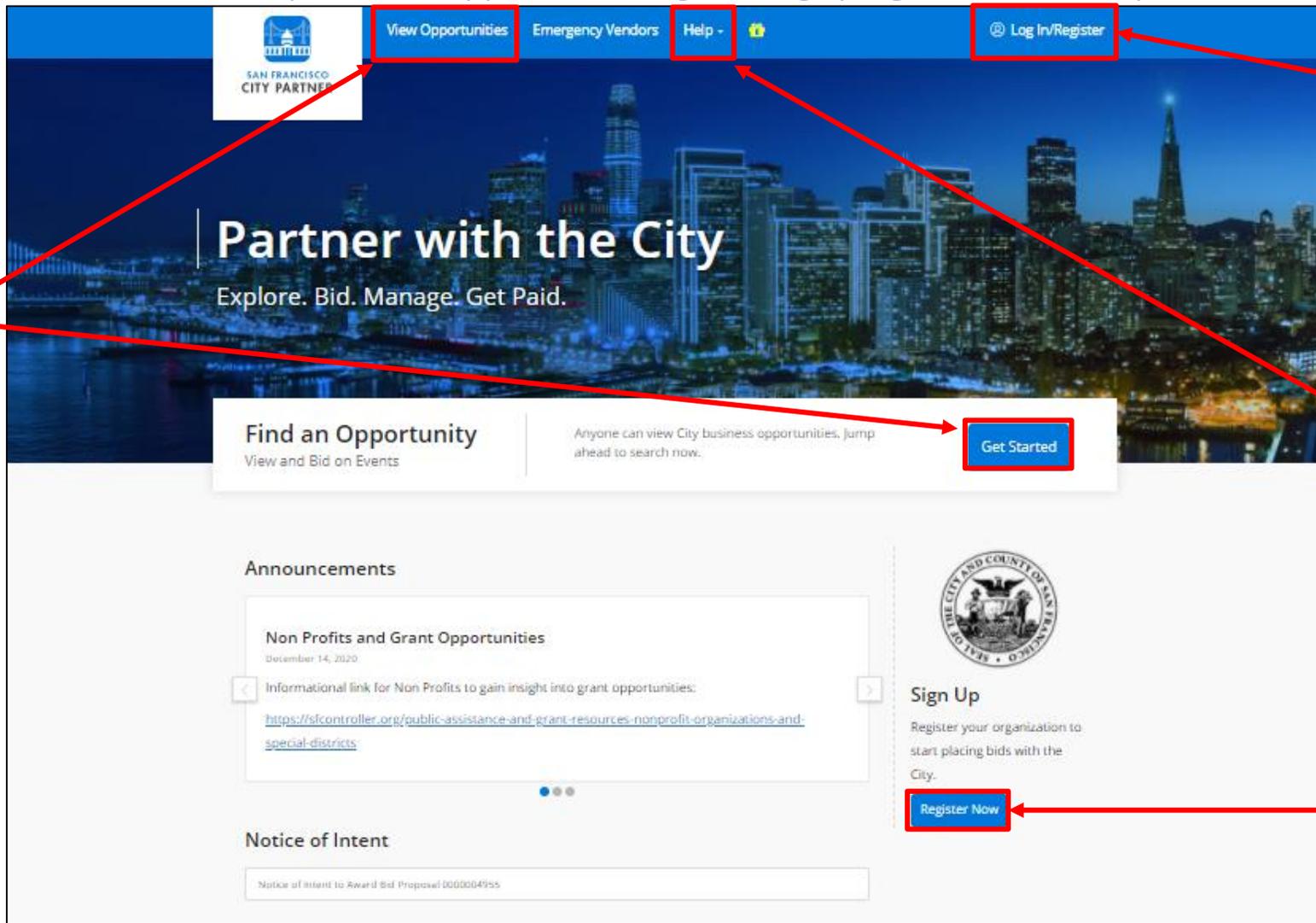
How to Become a Supplier

- **The SF City Partner Is the Go-To Site for City Bidders/Suppliers**
- What's the Difference Between a Bidder and a Supplier
- Steps to Become a Registered Bidder
- Steps to Become a Fully Compliant Supplier
 - Complete a San Francisco Business Tax Registration
 - Complete a 12B Equal Benefits Declaration
- Supplier Account Maintenance
- Contact Information



The SF City Partner Website Is the Go-To Site for City Bidders/Suppliers

The URL for this site is <https://sfcitypartner.sfgov.org/pages/index.aspx>



This is where you click to Log In or to Register as a New Bidder

This is where you click to view City Bid Opportunities

This is where you click to find Contact info, FAQs, Training/Job Aids, and directions on How to Become a City Supplier.

You can also click here to Register as a New Bidder



How to Become a Supplier

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What's the Difference Between a Bidder and a Supplier

The City Has 2 Main Vendor Statuses

Becoming a Supplier to the City Is a Two-Tier Process:

1) To become a Registered Bidder, you will need to complete a short registration form (10-15 minutes)

2) After becoming a Registered Bidder, you can follow the steps to become a Fully Compliant Supplier

General Public



Registered Bidder



Fully Compliant Supplier

- Can view nearly all the pages on the SF City Partner website
- Can even see some basic info on bid opportunities...but...
- Cannot log in nor submit any bids

- Can view and bid on City business...but...
- Cannot be fully awarded any City business

- Can view, bid, and be fully awarded City business

You need to become a Fully Compliant Supplier before you can be awarded City business!





What's the Difference Between a Bidder and a Supplier

What's the Difference Between a Bidder and a Supplier

The Process of Becoming a Bidder and then a Supplier Is on the SF City Partner Website

View Opportunities Emergency Vendors **Help -** Log In/Register

SAN FRANCISCO CITY PARTNER

Become a Supplier

A guide to becoming an Approved Supplier.

First become a Registered Bidder...

The first step to begin working with the City is to [complete a short registration process](#) to become a "Registered Bidder". This will allow you to view and bid on Sourcing Events.

...then Become an Approved Supplier

After becoming a Registered Bidder, you can then advance your status to become an Approved Supplier, which allows you to be fully awarded City contracts. The steps to do this are as follows:

- 1 Complete a [San Francisco Business Tax Registration](#)
- 2 Complete a [12B Equal Benefits Declaration](#)

In addition to the hyperlinked directions above, you can click here to view step-by-step directions on [How to Become an Approved Supplier](#).

Additional Programs and Forms that may apply to you as you work with the City include the following:

[OPTIONAL 14B LBE Certification](#) [Requirements Based on Your](#)

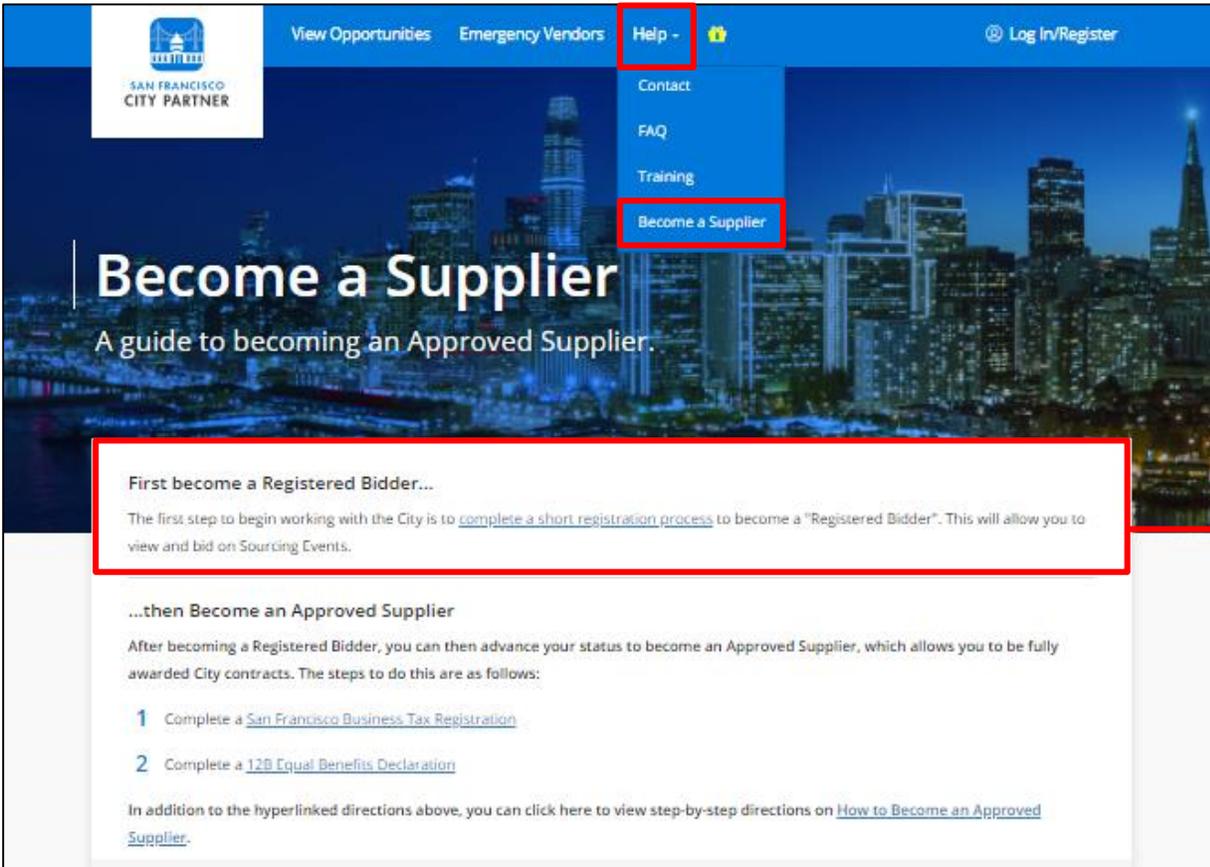


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Steps to Become a Registered Bidder

Start the Process at the SF City Partner Site



View Opportunities Emergency Vendors **Help -** Log In/Register

Contact
FAQ
Training
Become a Supplier

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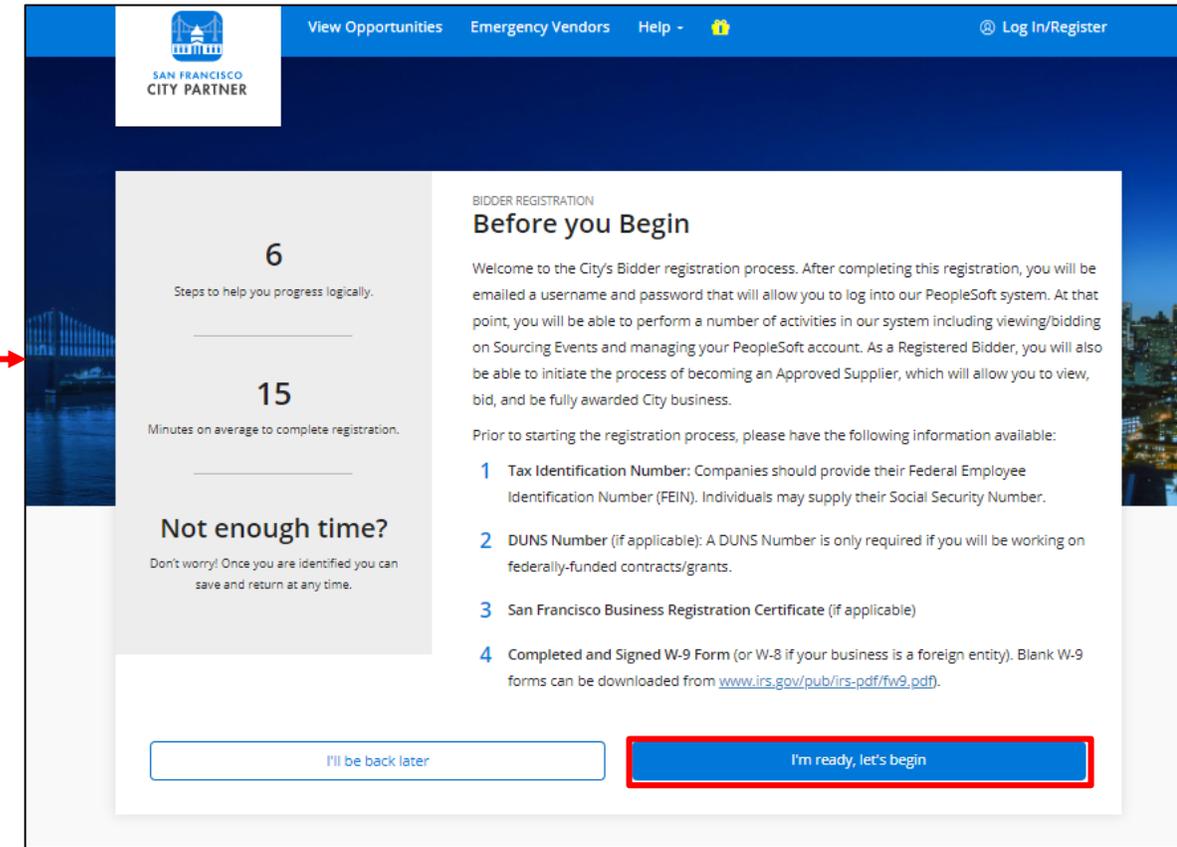
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View Opportunities Emergency Vendors Help - Log In/Register

BIDDER REGISTRATION

Before you Begin

Welcome to the City's Bidder registration process. After completing this registration, you will be emailed a username and password that will allow you to log into our PeopleSoft system. At that point, you will be able to perform a number of activities in our system including viewing/bidding on Sourcing Events and managing your PeopleSoft account. As a Registered Bidder, you will also be able to initiate the process of becoming an Approved Supplier, which will allow you to view, bid, and be fully awarded City business.

Prior to starting the registration process, please have the following information available:

- 1 **Tax Identification Number:** Companies should provide their Federal Employee Identification Number (FEIN). Individuals may supply their Social Security Number.
- 2 **DUNS Number (if applicable):** A DUNS Number is only required if you will be working on federally-funded contracts/grants.
- 3 **San Francisco Business Registration Certificate (if applicable)**
- 4 **Completed and Signed W-9 Form (or W-8 if your business is a foreign entity).** Blank W-9 forms can be downloaded from www.irs.gov/pub/irs-pdf/fw9.pdf.

6 Steps to help you progress logically.

15 Minutes on average to complete registration.

Not enough time?

Don't worry! Once you are identified you can save and return at any time.



Steps to Become a Registered Bidder

Complete Step 1

BIDDER REGISTRATION

Step 1 - Set up Profile

1/6

Select an activity below * ?

What type of entity do you represent? *

What type of bidding activities you are interested in? (Please mark "Selling Goods/Services" or "Both" if you will be selling goods or services to the City) *

* Indicates Required Field





Steps to Become a Registered Bidder

Complete Step 2

BIDDER REGISTRATION
Step 2 - Identifying Information

2/6

Unique ID & Company Profile ⓘ

Entity Name*

Tax Identification Number*

DUNS Number

http://URL

required for federally-funded contracts/grants only

Joint Venture (Mark this checkbox if you are registering a joint Venture)

Profile Questions ⓘ

1. Would you like to be included on the City's emergency supplier list?

2. What is the business structure for your company?*

2a. If you chose "Non-Profits - Other" for question 2, please indicate what section of the IRS tax exemption code applies to you (e.g. 501c3).

3. Please attach your completed and signed [IRS W-9 form](#). If you are a foreign business entity, please upload a W-8 form instead.*

4. Is any owner, partner, contractor, employee, or employee's family member of your business also a current City and County of San Francisco employee (including Commissioners, Board Members, Committee Members, and/or Safety officers)?*

4a. If you answered "Yes" to question 4, please give the name of the City employee(s), the name of the department for which he/she/they work, and the relationship to this person.

5. Does your company possess a current San Francisco Business Registration Certificate?

5a. If your company has a San Francisco Business Registration Certificate, please enter the related Business Account Number.

5b. What is the expiration date for your Business Registration Certificate?

6. In which state is your company's headquarters? Please use the search icon to choose your answer. (San Francisco Administrative Code 12X requires the City departments to collect each Supplier's headquarters location. "Headquarters" is defined as the location of the company's nerve center.)*

Comments ⓘ

* Indicates Required Field

If you are registering as a JV:

- Each JV owner must already be a Bidder or Supplier
- You will need to indicate who the owners of the JV are and their ownership percentages



Steps to Become a Registered Bidder

Complete Step 3

BIDDER REGISTRATION

Step 3 - Enter Primary Address

3/6

Primary Address ?

Country ▼

Address 1*

Address 2

Address 3

City*

County Postal

State* ▼

Email Address

Other Addresses ?

Check boxes below to indicate addresses that are different from your Primary Address above:

Bill To Address

Address for remitting payment

Invoice Address

Address from which you send invoice

* Indicates Required Field



Steps to Become a Registered Bidder

Complete Step 4

BIDDER REGISTRATION
Step 4 - Add/Review Contacts

4/6

Company Contacts * ?

You have not added any contact information to your application. Choose "Add Contact" to add new contact information.

Add Contact

Cancel Save for Later Previous Next

BIDDER REGISTRATION
Step 4 - Add/Review Contacts

4/6

Contact Information ?

Primary Contact

First Name*

Last Name*

Title

Email Address*

Telephone* Ext

Fax Number

Contact Type

User Profile Information ?

Requested User ID*

Description

Language Code

Time Zone

Currency Code

* Indicates Required Field

OK

BIDDER REGISTRATION
Step 4 - Add/Review Contacts

4/6

Company Contacts * ?

Contacts

Primary	Name	Phone	Designate Address
<input checked="" type="checkbox"/>	Test Test	555-555-5555	<input type="text" value="Primary Address"/>

Add Another Contact

Cancel Save for Later Previous **Next**



Steps to Become a Registered Bidder

Complete Step 5

BIDDER REGISTRATION

Step 5 - Set up Notifications

5/6

Please select the product/service categories that your organization provides to be notified of potential City business opportunities.

Find Category

[Download the full category listing](#)

Search:

Results

Search above to load results.

Selected Categories

Use the search to find and add categories.

Cancel Save for Later Previous Next

This link gives access to a list of NIGP codes:

- Product codes go from 00500 to 89800
- Service codes go from 90500 to 99800

Entering your NIGP codes here will help the system automatically notify you of any public bid opportunities for the goods/service you provide





Steps to Become a Registered Bidder

Complete Step 6

BIDDER REGISTRATION

Step 6 - Terms and Conditions

6/6

Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .

Email communication regarding this registration will be sent to *

Select to accept the Terms of Agreement below. *

Terms and Conditions ?

GENERAL DISCLAIMER

Information presented on this Web site is collected, maintained, and provided for the convenience of the reader. While every effort is made to keep such information accurate and up-to-date, the City and County of San Francisco does not certify the authenticity of information that originates from third parties.

Under no circumstances shall the City and County of San Francisco be liable for any actions taken or omissions made from reliance on any information contained herein from whatever source nor shall the City and County be liable for any other consequences from any such reliance.

EXTERNAL LINKING POLICY

Purpose and Disclaimer

The City permits the establishment of external hyperlinks on its official website only if the links strictly comply with this policy. In establishing and maintaining its official website, the City does not intend to create any forum or other means for public discourse. Rather, the sole and limited purpose of the permitted external links is to provide information about the City and its government for residents, businesses and visitors. The City does not endorse or provide preferential treatment to any third party websites or associated organizations or persons. Additionally, the City does not control third party sites and therefore does not warrant that third party sites are accurate or, reliable, or that they have operational links.

[Linking Criteria](#)

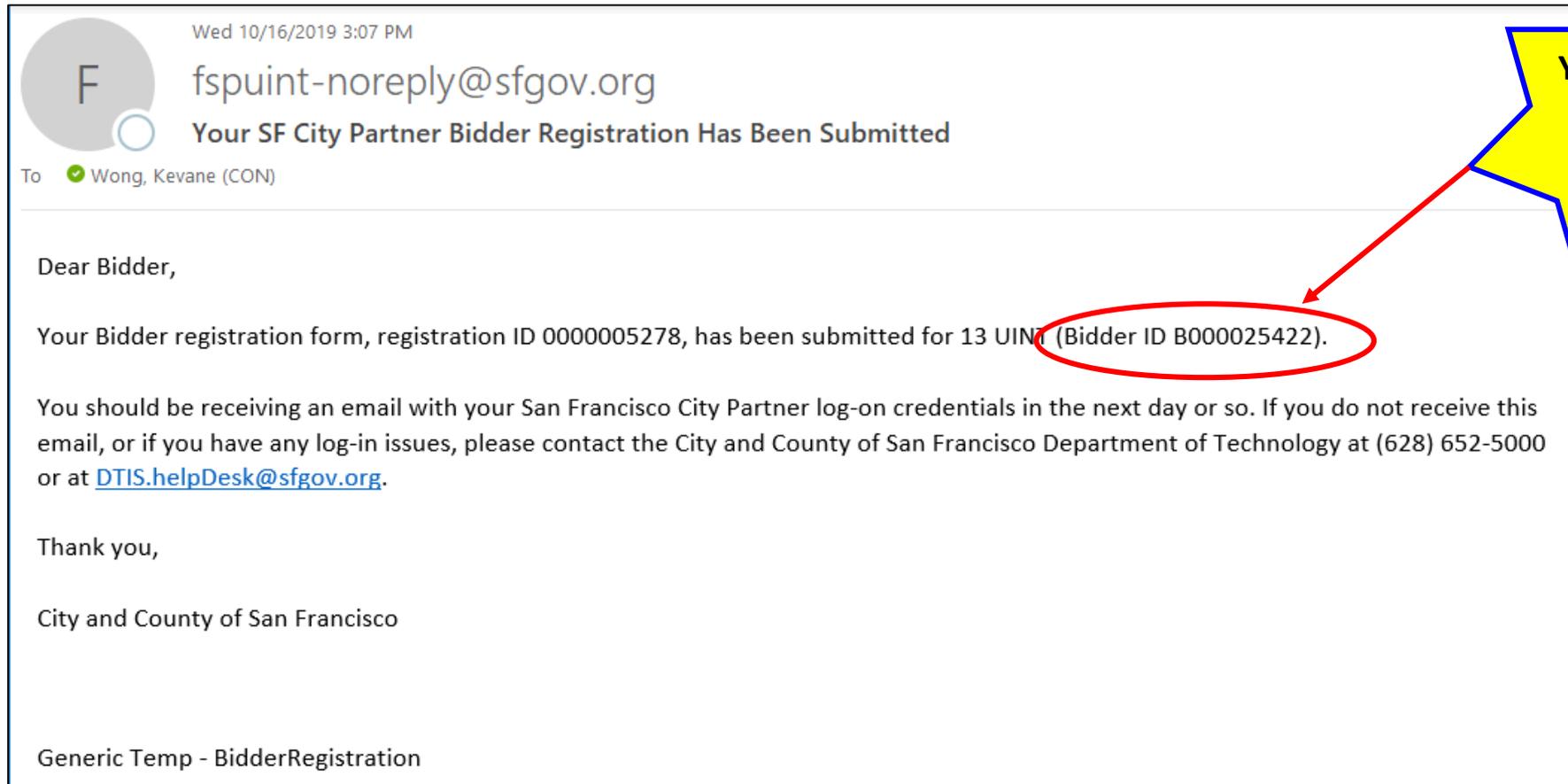




Steps to Become a Registered Bidder

What Happens After I Finishing My Bidder Registration? – 1st Email

After Submitting your Bidder Registration Form, you will receive two emails. The first email confirms that you have completed this registration process.



You now have a Bidder Account number





Steps to Become a Registered Bidder

What Happens After I Finishing My Bidder Registration? – 2nd Email

You Are Now a SF City Partner Registered Bidder

 noreply@sfgov.org
To  Wong, Kevane (CON)

← Reply ← Reply All → Forward ...

Tue 5/11/2021 8:14 PM

Congratulations IAM Test!

Your company, IAM TEST 05.11.21 D (Bidder Account ID B000030493), is now a Registered Bidder with the City and County of San Francisco. Please wait 5-10 minutes for your login credentials noted below to become active. At that time, you should log into our SF City Partner website at <https://sfcitypartner.sfgov.org> and change your password as this temporary password is only valid for 24 hours. Any additional persons you may have registered as "Contacts" will receive emails with their own credentials.

- Username: IAMTEST004A
- Temporary Password: k8^Phvrpfd

If you have any login issues, please contact the City and County of San Francisco Department of Technology at (628) 652-5000 or at DTIS.helpDesk@sfgov.org. Please note that for security purposes, you will need to reset your password every 90 days.

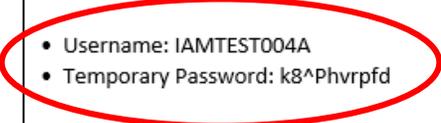
As a Registered Bidder, you can now view and bid on City business opportunities. In order to be fully awarded a City contract, though, you will need to follow through with becoming an Approved Supplier. For information on this process, please go to <https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx>.

Thank you,

City and County of San Francisco

Generic Temp – NewUserAccountCreation

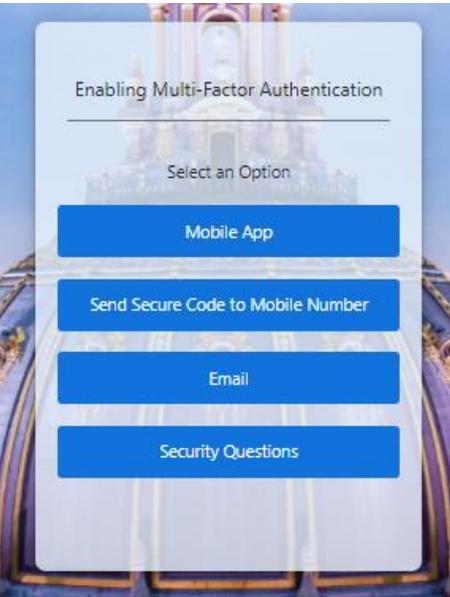
The second email gives a temporary password and instructions on how to move forward. **Please note that this temporary password will only be good for 24 hours.**



Steps to Become a Registered Bidder

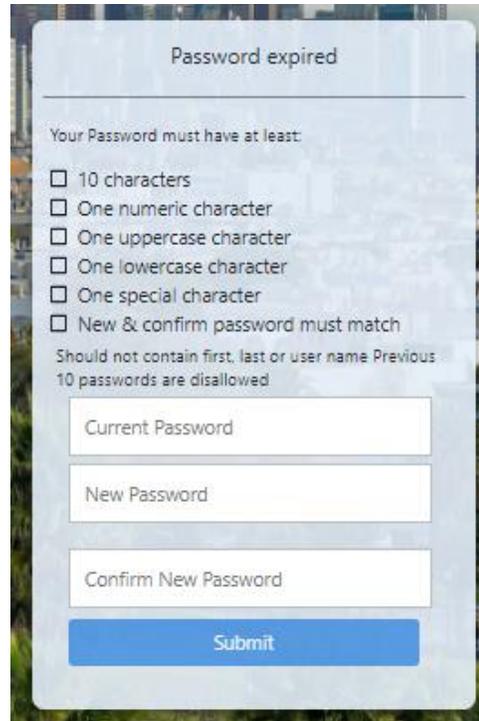
The First Time Logging In

1



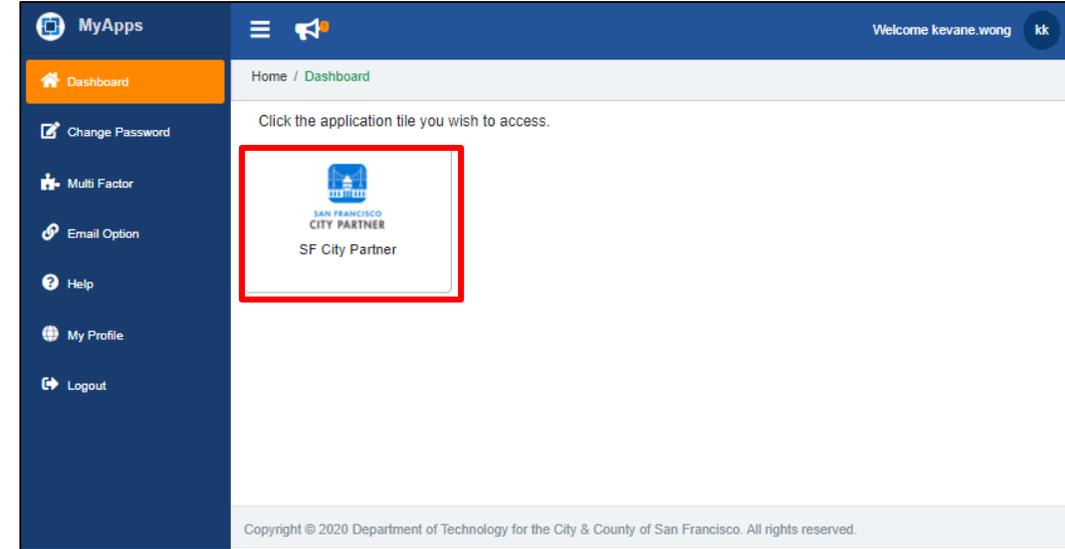
The first time you log in, you will first need to set up your MFA security.

2



You will then need to log in again to change your password.

3



You will then need to log in again, where you will land on a "MyApps" page. Click the one icon on this page to go to the SF City Partner website.



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Steps to Become a Fully Compliant Supplier

First Complete a SF Business Tax Registration

After becoming a Registered Bidder, you can then go through the steps to become a Fully Compliant Supplier.

- First complete a San Francisco Business Tax Registration

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- 2 Complete a [528 Equal Benefits Declaration](#)

In addition to the hyperlinked directions above, you can click here to view step-by-step directions on [How to Become an Approved Supplier](#).

CCSF Supplier - Business Registration

Business Registration is required for all entities that conduct business in SF and determines your tax responsibilities. Upon establishment of your business, you will receive a Business Account Number (BAN) and a Business Certificate (to be posted in your location). In some cases, suppliers may not be required to register. To become a supplier, please visit: <http://sfcitypartner.sfgov.org>. You must have a Bidder/Supplier ID Number to complete this form.

Use this form to:

1. Determine if your business needs to register in San Francisco.
2. Register your business and/or link your existing business account to your Bidder/Supplier ID Number.
3. Declare that you do not need to register as a business in San Francisco.

Are you already registered?
Are you a registered business with a Business Account Number (or Business Registration Certificate)? If so, use the link provided to link your Bidder/Supplier ID Number to your Business Account Number Click here to enter your BAN and Bidder/Supplier ID Number

If you are not registered as a business:
Select "Yes" or "No" to the questions below to determine if you are required to register as a business with the Office of the Treasurer & Tax Collector.

Does this business:

- Yes No • Operate as an independent contractor within San Francisco.
- Yes No • Conduct business in SF for any part of seven (7) days during the fiscal year, including use of streets.
- Yes No • Perform work or render services within San Francisco for all or part of any seven days during one fiscal year.
- Yes No • Solicit business within San Francisco for all or part of any seven days during one fiscal year.
- Yes No • Maintain a fixed place of business within San Francisco.
- Yes No • Exercise corporate or franchise powers within San Francisco.
- Yes No • Own or lease real or personal property within San Francisco for business purposes.
- Yes No • Regularly maintain a stock of tangible personal property for sale in San Francisco.
- Yes No • Employ or loan capital on property within San Francisco.
- Yes No • Liquidate businesses when the liquidators hold themselves out to the public as conducting such business.
- Yes No • Receive more than \$500,000 in total gross receipts in the City during the tax year.

San Francisco Business and Tax Regulation
Article 12: Business Registration

The City and County of San Francisco, the SF311 Customer Service Center and The Office of the Treasurer & Tax Collector can only provide general information and cannot advise customers on detailed tax matters regarding your particular business. This includes ordinance interpretations and tax calculations of payment or fees. Consult your own Tax Professional, Tax Attorney, or Certified Public Accountant for specific questions regarding your business.

City Hall - Room 140 * 1 Dr. Carlton B. Goodlett Place * San Francisco, CA 94102
Mailing Address: P.O. Box 7425 * San Francisco, CA 94120-7425
For Assistance Email: TTX.VendorAccounts@sfgov.org





Steps to Become a Fully Compliant Supplier

First Complete a SF Business Tax Registration

Introduction Business Information Ownership Information Officer Information Contact Information Location Information Registration Fees

Cancel / Exit X

Introduction

City and County of San Francisco
Office of The Treasurer & Tax Collector
Business Registration Application

*Fields marked with * are required*

Important Information Before You Begin Your Application

Step 1 - Complete the Application
Once submitted you cannot change your application. You must complete your application in a single session.

Have the following items ready before you begin the application:

- Federal Tax Identification Number (FEIN, SSN, or TIN)
- Estimated San Francisco Gross Receipts
- Estimated San Francisco Payroll Expense
- Legal structure of your business
- Ownership name(s) & address(es)
- Address of each location in San Francisco where you do business
- Valid Email Address
- Business Account Number of the existing business if purchasing or changing structure of an existing business
- Payment Information (credit card, debit card or checking account information)

[Click here for instructions on completing the business registration application](#)

Step 2 - Sign the Form
You will receive an e-mail with instructions to electronically sign the application after it has been submitted.

Step 3 - Pay the Business Registration Fee (if applicable)
You will receive your Business Account Number immediately by paying online using e-check, credit or debit card.

I have read all of the above information *

Go Back Continue

Introduction Business Information Ownership Information Officer Information Contact Information Location Information Registration Fees

Cancel / Exit X

Business Information

City and County of San Francisco
Office of The Treasurer & Tax Collector
Business Registration Application

*Fields marked with * are required*

Your Business

Sole proprietor or individual applying, enter first and last name. Do not enter your trade name.

Name (as shown on your income tax return) (Sole proprietors, enter first & last name.) *

Business Tax ID (SSN, FEIN, TIN) *

Select Organization Type *

Start Date in San Francisco *

Future dates not accepted (mm/dd/yyyy)

Is this a change of ownership for an existing business? *

Yes No

Go Back Continue





Steps to Become a Fully Compliant Supplier

First Complete a SF Business Tax Registration

Introduction > Business Information > **Ownership Information** > Contact Information > Location Information > Registration Fees

Cancel / Exit X

Ownership Information

City and County of San Francisco
Office of The Treasurer & Tax Collector
Business Registration Application

Fields marked with * are required

Ownership Details

Owners have the authority to make changes to the business account.

Owner 1

Name (Sole proprietors, enter first & last name.) * Tax ID Number (SSN, FEIN, TIN) *

Telephone Email

Select Address Type *

Street Number * Pre-Direction Street Name * Street Type

Post Direction Unit Number Unit Type

City * State * Zip *

Introduction > Business Information > Ownership Information > **Contact Information** > Location Information > Registration Fees

Cancel / Exit X

Contact Information

City and County of San Francisco
Office of The Treasurer & Tax Collector
Business Registration Application

Fields marked with * are required

Contact Details

Clicking this button will copy the contact information for the first owner listed in Ownership Information.

Registration and tax information will only be mailed to the contact mailing address.

Recipient Name *

Email * Confirm Email *

Telephone

Select Address Type *

Street Number * Pre-Direction Street Name * Street Type

Post Direction Unit Number Unit Type

City * State * Zip *





Steps to Become a Fully Compliant Supplier

First Complete a SF Business Tax Registration



Introduction > Business Information > Ownership Information > Contact Information > **Location Information** > Registration Fees

Cancel / Exit X

Location Information

City and County of San Francisco
Office of The Treasurer & Tax Collector
Business Registration Application

File/Save/Cancel/Help/Print/Reset

Location Details

Each location name, fictitious business name ("FBN"), or DBA ("Doing Business As") name should be listed as a separate location. If the Location Name is the same as your Business Name, list your Business Name on this line.

Location 1

DBA/Trade Name *

Start Date in San Francisco (mm/dd/yyyy) *

Same as Ownership? Clicking this button will copy the contact information for the first owner listed in Ownership Information.

Street Number * Pre-Direction Street Name * Street Type

Post Direction Unit Number Unit Type

City * State * Zip *

Taxes & Fees

Select all applicable taxes & fees for the particular location. For more information about taxes and fees, including Certificate of Authority, click [here](#).

Transient Occupancy Tax, Tourism Improvement District & Moscone Expansion District Fees *

The Transient Occupancy Tax generally is collected and remitted to the City by hotel operators and some Short Term Residential Rental Hosts. The TOT is also known as the hotel tax. The TID and MED fees are collected and paid by hotel operators only. There are additional requirements, including a Certificate of Authority.

Filing frequency: Typically Monthly

Yes No

Short-Term Residential Rental Host *

Short-Term Residential Rental Host generally applies to any person who rents out of all or a portion of their residential unit for periods of less than 30 consecutive nights. If you select this category, you do not need to select TOT/TID/MED.

Yes No

Parking Tax *

The Parking Tax generally is collected and remitted to the City by parking operators. There are additional requirements, including a Certificate of Authority, a Parking Bond, and Revenue Control Equipment.

Filing frequency: Typically Monthly

Yes No

Access Line Tax *

The Access Line Tax generally is collected and remitted to the City by the person supplying the access line to the telephone communications services subscriber.

Filing frequency: Monthly

Yes No

Utility Users Tax *

The Utility Users Taxes are collected and remitted to the City by utility service suppliers.

Filing frequency: Monthly

Yes No

Telephone Users Tax *

The Telephone Users Tax is collected and remitted to the City by telephone communications services suppliers.

Filing frequency: Monthly

Yes No

Sugary Drinks Tax *

The Sugary Drinks Tax is paid by distributors of sugary drinks.

Filing frequency: Quarterly

Yes No

Traffic Congestion Mitigation Tax *

The Traffic Congestion Mitigation Tax is paid by commercial ride-share companies, and providers of rides in autonomous vehicles and private transit services vehicles.

Filing frequency: Monthly

Yes No

Cigarette Litter Abatement Fee *

The Cigarette Litter Abatement Fee generally is collected and remitted to the City by cigarette retailers.

Filing frequency: Quarterly

Yes No

Business Activities *

Business Activities – choose all that describe business activities at that location.

- 1 Accommodations [7210-7219]
- 2 Administrative and Support Services [5600-5699]
- 3 Arts, Entertainment, and Recreation [7100-7199]
- 4 Biotechnology
- 5 Certain Services [8100-8139]
- 6 Clean Technology
- 7 Construction [2300-2399]
- 8 Financial Services [5210-5239]
- 9 Food Services [7220-7229]
- 10 Information [5100-5199]
- 11 Insurance [5240-5249]
- 12 Manufacturing [3100-3399]
- 13 Private Education and Health Services [8100-8299]
- 14 Professional, Scientific, and Technical Services [5400-5499]
- 15 Real Estate and Rental and Leasing Services [5300-5399]
- 16 Retail Trade [4400-4599]
- 17 Transportation and Warehousing (Non Taxi) [4800-4999]
- 18 Utilities [2200-2299]
- 19 Wholesale Trade [4200-4299]
- 20 Activity Not Listed

Delete Location

Add Location

Go Back **Continue**





Steps to Become a Fully Compliant Supplier

First Complete a SF Business Tax Registration

Introduction
Business Information
Ownership Information
Contact Information
Location Information
Registration Fees

[Cancel / Exit](#)

Registration Fees

City and County of San Francisco
Office of The Treasurer & Tax Collector
Business Registration Application

Fields marked with * are required

Registration

The information on this page, coupled with your selected Business Activity determines your Business Registration Fee

Estimated San Francisco Payroll Expense *

Estimated San Francisco Gross Receipts *

Does this business receive rental income from four or more residential units in one building? *

Are you establishing the business to be a vendor/supplier or participate in procurement processes with the City and County of San Francisco? *

Are all of your business activities within San Francisco? *

Do you have taxable Business Personal Property in San Francisco? Business Personal Property is any tangible property owned, claimed, used, possessed, managed, or controlled in the conduct of a trade or business. This includes all machinery, fixtures, computers, appliances, equipment, and leasehold improvements. *

What is your average number of employees per week, including those employed outside of San Francisco? *

If you received a letter from the Office of the Treasurer & Tax Collector instructing you to register, enter the Correspondence ID from the top right corner of the letter here:

Are you Exempt from paying Registration Fee? *

Review information on all pages before advancing. No changes can be made after the form is submitted

Go Back
Submit





Steps to Become a Fully Compliant Supplier

First Complete a SF Business Tax Registration

After you have completed your San Francisco Business Tax Registration:

- It generally takes a few business days for your tax registration to be processed.
- You will then receive an email indicating that you now have a Supplier account although you will still need to attend to your 12B Declaration status.



**You now have
a Supplier
Account
number**





Steps to Become a Fully Compliant Supplier

First Complete a SF Business Tax Registration

The Treasurer & Tax Collector Help Center can be accessed via <https://sftreasurer.org/help-center> or via 311 (or 415-701-2311).

Treasurer & Tax Collector
CITY AND COUNTY OF SAN FRANCISCO

Search Help Center Find a Form About Us English

Property Business Banking & Investments Office of Financial Empowerment Financial Justice Project

Help Center

Home > Help Center

The Office of the Treasurer & Tax Collector has partnered with 311 to provide customer service to all San Francisco residents, businesses and visitors. Submit your question by selecting an option below and a representative will contact you on the same day of the request if submitted prior to 7pm. Requests received after 7pm will receive a response by the next business day.

The City and County of San Francisco, the SF311 Customer Service Center and The Office of the Treasurer & Tax Collector can only provide general information and cannot advise customers on detailed tax matters. This includes ordinance interpretations and tax calculations of payment or fees. Consult your own tax professional, attorney, or Certified Public Accountant for specific information.

Property

- Secured, Supplemental, Escape (Residential, Commercial, Land)
- Unsecured (Business Personal Property, Boats/Berths, Possessory Interest)
- Delinquent (Redemption)

[Ask a Property question](#)

Business

- Registration
- Gross Receipts and Payroll Expense
- Regulatory Licenses and Permits
- Short Term Residential Rentals
- Independent Contractors Registration

[Ask a Business question](#)

General

- General Information
- Business Tax Wire Instructions
- Property Tax Wire Instructions
- Press Inquiries
- Emergency and False Alarm

[Ask a General question](#)





Steps to Become a Fully Compliant Supplier

Next, Attend to Your 12B Declaration

Chapter 12B of the Administrative Code requires that all Suppliers to the City and County of San Francisco administer benefits equally to employees with domestic partners and employees with spouses.

View Opportunities Emergency Vendors Help - Log In/Register

Contact
FAQ
Training
Become a Supplier

Become a Supplier

A guide to becoming an Approved Supplier.

First become a Registered Bidder...

The first step to begin working with the City is to [complete a short registration process](#) to become a "Registered Bidder". This will allow you to view and bid on Sourcing Events.

...then Become an Approved Supplier

After becoming a Registered Bidder, you can then advance your status to become an Approved Supplier, which allows you to be fully awarded City contracts. The steps to do this are as follows:

- 1 Complete a [San Francisco Business Tax Registration](#)
- 2 Complete a [12B Equal Benefits Declaration](#)

In addition to the hyperlinked directions above, you can click here to view step-by-step directions on [How to Become an Approved Supplier](#).

12B Equal Benefits Declaration

Chapter 12B of the Administrative Code requires that all Suppliers to the City and County of San Francisco administer benefits equally to employees with domestic partners and employees with spouses. [Please click here to log-in and submit a 12B Declaration](#). After your 12B Declaration has been received and processed, you will receive an email from the City's Contract Monitoring Division.

If you need help with your 12B Declaration, you can [click here for step-by-step directions on how to File a 12B Equal Benefits Ordinance Declaration](#). In addition, further information on the 12B Equal Benefits program, including a directory of 12B compliant firms, can be found on the [Contract Monitoring Division website](#).

Close





Steps to Become a Fully Compliant Supplier

Filing a 12B Declaration

View Opportunities FAQ Help - S3TEST1 - BIDDER

SAN FRANCISCO CITY PARTNER

Find an Opportunity
View and Bid on Events [Get Started](#)

Anyone can view City business opportunities. Jump ahead to search now.

S3TEST1 | S3 Test 1 | B000025858 [You are a Bidder. Upgrade your account now to become an Approved Supplier.](#)

Announcements
Announcements
September 21, 2019:
As you will have noticed, your login process has changed as of September 21. If you'd [Read More](#)

My Account
[My Categories & Alerts](#)
[Enroll in ACH payments](#)
[Edit my Profile](#)
[Change Password/MFA](#)

My Activity
[View Opportunities](#)
[View My Activity](#)

Certifications
[12B Declaration](#)
[14B Certification](#)

Additional Information
[View Terms & Conditions](#)

12B Declaration

[Find an Existing Value](#) [Add a New Value](#)

SetID

Declaration Number

Declaration Type

Supplier ID

Bidder ID

[Add](#)





Steps to Become a Fully Compliant Supplier

Filing a 12B Declaration

Fill in, Save, and fully Submit the 12B Declaration form.

12B Compliance Declaration

Declaration Number	NEXT
Declaration Type	Bidder
Bidder ID	B000012345
Declarant Name	Bidder Name

S.F. ADMINISTRATIVE CODE CHAPTERS 12B & 12C: NONDISCRIMINATION IN CONTRACTS AND BENEFITS

The Equal Benefits Ordinance prohibits the City and County of San Francisco from contracting with vendors that discriminate in the provision of benefits between employees with domestic partners and employees with spouses, and between the domestic partners and spouses of such employees.

- Domestic Partners are same-sex and opposite-sex couples registered with any state or local government domestic partner registry authorized to perform such registrations
- Domestic partnerships and marriages may only be verified to the same extent and in the same manner. For example, waiting periods to qualify for benefits must be the same for domestic partners and spouses. Domestic partner registry certificates must be recognized as fully equivalent to marriage certificates

AUDITS & REQUIRED DOCUMENTATION

The City and County of San Francisco regularly audits firms to verify that declaration responses and supporting documentation provided are complete and accurate. For a detailed description of compliant documentation, [click here](#) for the Chapter 12B Equal Benefits Documentation Guide.

To be certified under Chapters 12B & 12C you must submit proper documentation confirming that your firm has already fully implemented equal benefits for employees with spouses and employees with domestic partners, and between the spouses and domestic partners of such employees.

The following documentation must be submitted to complete this declaration:

- Most recent legal verification of employee count/firm structure, for example, a W-3 Form, DE 1 Form, DE 9 Form or an annual San Francisco Payroll Expense Tax Statement. (Please redact confidential employee information.)
- A copy of a memorandum that has been distributed to your firm's employees detailing the firm's compliant nondiscrimination and domestic partner benefit policies. [Click here](#) to download a sample 12B Compliant Memorandum to Employees.

Note: The memorandum is not a substitute for fully compliant incorporation of domestic partner language in your firm's benefit policies. You may also be required to provide benefit documentation to verify that your firm does not discriminate in the provision of benefits. Such documentation may include your employee handbook, confirmations from your insurance, union and/or retirement documents. Failure to offer benefits in accordance with the San Francisco Chapter 12B Equal Benefits Ordinance may result in suspension of your firm's compliance status, financial penalties and/or the inability to contract with the City and County of San Francisco.





Steps to Become a Fully Compliant Supplier

Filing a 12B Declaration

Your Tax ID Number (SS#) will be auto-populated based on your Bidder Registration form.

Be sure to mark a checkbox showing your main Address/Contact in both the Address Information and Contact Information sections

12B Compliance Declaration New Window | He

Declarant Name: IAM TEST 5 Bidder ID: B000026312

Declaration Number: NEXT

Declaration Type: Bidder

Workflow Status: Draft

S.F. ADMINISTRATIVE CODE CHAPTERS 12B & 12C: NONDISCRIMINATION IN CONTRACTS AND BENEFITS

REQUIRED SUPPORTING DOCUMENTATION

SECTION 1: COMPANY INFORMATION

*Taxpayer ID Categories: TIN Taxpayer Identification Number: 875684538

Total Number of Employees in the U.S.: 999
(Enter approximate number; business owners should not count themselves as employees.)

Attach legal verification of total employee count (required for all businesses) Add Attachment

Are any of your employees covered by a collective bargaining agreement or union trust fund? Yes No

Union Name(s):

Declarant Web Site:

Address Information							Personalize	Find	First	1 of 1	Last
Description	Address 1	Address 2	City	State	Country	ZIP					
<input type="checkbox"/> MAIN1	1155 Market Street		SF	CA	USA						

Contact Information				Personalize	Find	First	1 of 1	Last
Description	Name	Phone	Email					
<input type="checkbox"/> MAIN1	Camille Beaulieu	879/687-5654	PeopleSoftTesting@sfgov.org					





Steps to Become a Fully Compliant Supplier

Filing a 12B Declaration

SECTION 2: COMPLIANCE QUESTIONS

Question 1: Nondiscrimination - Protected Classes

A. Does your firm agree it will not discriminate against its employees, applicants for employment, employees of the City, or members of the public on the basis of the fact or perception of a person's membership in the following categories? Yes No

Race, Color, Creed, Religion, National Origin, Ancestry, Age, Sex, Sexual Orientation, Gender Identity (Transgender Status), Domestic Partner Status, Marital Status, Disability, AIDS / HIV Status, Height, Weight.

Please note: a YES answer is required for compliance.

B. Does your firm agree to insert a similar nondiscrimination provision in any subcontract you enter into for the performance of a substantial portion of the contract you have with the City? Yes No

Please note: You must answer this question even if you do not intend to enter into any subcontracts, and a YES answer is required for compliance.

Question 2: Nondiscrimination - Equal Benefits for (i) Employees with Spouses and (ii) Employees with Domestic Partners and (iii) Employee's Spouse or Domestic Partner.

→ Questions 2A and 2B should be answered YES even if your employees pay some or all of the cost of spousal or domestic partner benefits.

A. Does your firm provide or offer access to any employee benefits? Yes No
(If your firm does not have any employees, answer NO)

B. If you answered YES to 2A, are all of the benefits equally available to employees with domestic partners and employees with spouses? Yes No
(If your firm does not have any employees, answer NO)

→ If you answered YES to either or both Questions 2A and 2B, please go to Question 2C.

→ If you answered NO to both Questions 2A and 2B, please go to SECTION 3.





Steps to Become a Fully Compliant Supplier

Filing a 12B Declaration

C. Check all benefits that apply to your answers above and list in the "Other" line any additional benefits not already specified. Note: some benefits are provided to employees because they have a spouse or domestic partner, such as bereavement leave; other benefits are provided directly to the spouse or domestic partner, such as dependent life insurance.

Benefit	Available To and/or Affects			How Does This Apply to Domestic Partners (DPs) and Spouses (SPs)?
	Employee	Domestic Partner	Spouse	
Health Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	?
Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	?
Vision Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	?
Pension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	?
Retirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	?
Bereavement Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	?
Family Medical Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	?
Parental Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	?
Employee Assistance Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	?
Relocation and/or Travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	?
Discounts/Facilities/Events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	?
Credit Union	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	?
Child Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	?
Dependent Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	?
Short-Term/Long-Term Disability Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	?
Accidental Death & Dismemberment Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	?
Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	?
Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	?
Union	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	?





Steps to Become a Fully Compliant Supplier

Filing a 12B Declaration

D. Indicate whether each statement applies to your firm.

Domestic partners are defined as same-sex couples and opposite-sex couples registered with any state or local registry, and verify their relationship in the same manner as spouses. Yes No

A memorandum highlighting our domestic partner policies has been distributed to employees. Yes No

All written benefit policies include domestic partner policies wherever spouses are referenced. Yes No

The children of domestic partners are explicitly included in all policies that recognize stepchildren. Yes No

All insurance plans contain language that fully recognizes spouses and domestic partners equally. Yes No

All retirement/401(k)/similar plans that allow beneficiaries explicitly provide the same distribution choices for spousal and domestic partner ("nonspousal") beneficiaries. Yes No

Note: If you can't offer a benefit in a nondiscriminatory manner of reasons outside your control, e.g., there are no insurance providers in your area willing to offer domestic partner coverage, you may be eligible for Reasonable Measures compliance. To comply on this basis, you must agree to pay a cash equivalent, submit a completed Reasonable Measure Application Form (CMD-12B-102) with all necessary attachments, and have your application approved by the Contract Monitoring Division. For more information, see the [Rules of Procedure](#) or contact the [Equal Benefits Unit](#).

ATTACHMENTS

File Name	Description	User Name	Date/Time Stamp
1			

COMMENTS

SECTION 3: EXECUTE THIS 12B DECLARATION

COMPLIANCE AUDITS

The City and County of San Francisco audits firms to verify that the answers on this form are complete and accurate. Please see the [Chapter 12B Equal Benefits Documentation Guide](#) for a detailed description of compliant documentation.

Upon audit, you may be required to provide benefit documentation to verify nondiscrimination in the provision of each benefit. Such documentation may include the employee handbook and confirmations from your insurance, union and retirement documents.

Failure to offer benefits in accordance with the San Francisco Chapter 12B Equal Benefits Ordinance may result in suspension of compliance status, financial penalties and/or the inability to contract with the City and County of San Francisco.

By clicking the Submit button, I declare under penalty of perjury under the laws of the State of California that the foregoing is correct, and that I am authorized to bind this entity contractually.

When you have completed your 12B Declaration, 1) click "Save", then 2) print or download a copy of your 12B Declaration for your records, and finally 3) click "Submit" to submit your 12B Declaration so that it can be processed.

Please note that your 12B Compliance should be updated every three years.





Steps to Become a Fully Compliant Supplier

Filing a 12B Declaration

The Equal Benefits Unit of the Contract Monitoring Division will notify you by email when they have made a compliance determination.

Questions about the 12B compliance process can be directed to the Equal Benefits Unit as follows:

**City and County of San Francisco
Office of the City Administrator – Contract Monitoring Division
Equal Benefits Program
1155 Market Street, 4th Floor
San Francisco, CA 94103
(415) 581-2310
CMD.EqualBenefits@sfgov.org**

Please Note: The Equal Benefits team is currently working from home. Therefore, the best way to reach them is via email.



How to Become a Supplier

- The SF City Partner Is the Go-To Site for City Bidders/Suppliers
- What's the Difference Between a Bidder and a Supplier
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 - Complete a San Francisco Business Tax Registration
 - Complete a 12B Equal Benefits Declaration
- **Supplier Account Maintenance**
- Contact Information

Supplier Account Maintenance

The Supplier Status Section

Once your Supplier Account is set up, you will need to maintain key data on your account
- Certain Issues with Your Account's Status Will Be Flagged in the Supplier Status Section

The screenshot shows the 'Supplier Status Section' on the SF City Partner website. A red box highlights the 'Attention needed' section, which contains three status boxes:

- Tax Registration Process** (reddish box): Your business does not have a SF Business Account Number (BAN) on file. Please go to the "City Bidder/Supplier Requirements" section at <https://sftreasurer.org/registration> to address this issue.
- 12B Declaration Process** (reddish box): You are not showing a 12B status. This may be because you have not filed a 12B declaration, because it is still being processed, or some other reason. Please contact the Contract Monitoring Division at 415.581.2310 or at CMD.EqualBenefits@sfgov.org for more detail.
- 12X Headquarter's State Data** (green box): You have indicated that your Headquarters is located in California. To change this data, please click the Request Account Changes link below, update your Profile Question data, and submit this Supplier Change Request.

This entire section will be hidden if you have no Tax Registration, 12B Declaration, or 12X Headquarters issues.

Tax Registration

- This box will be reddish if your Tax Registration has issues or has an approaching expiration.
- If there are issues, you will find directions here on how to address your issue.
- This box will be green if your Tax Status is fine.

12B Declaration

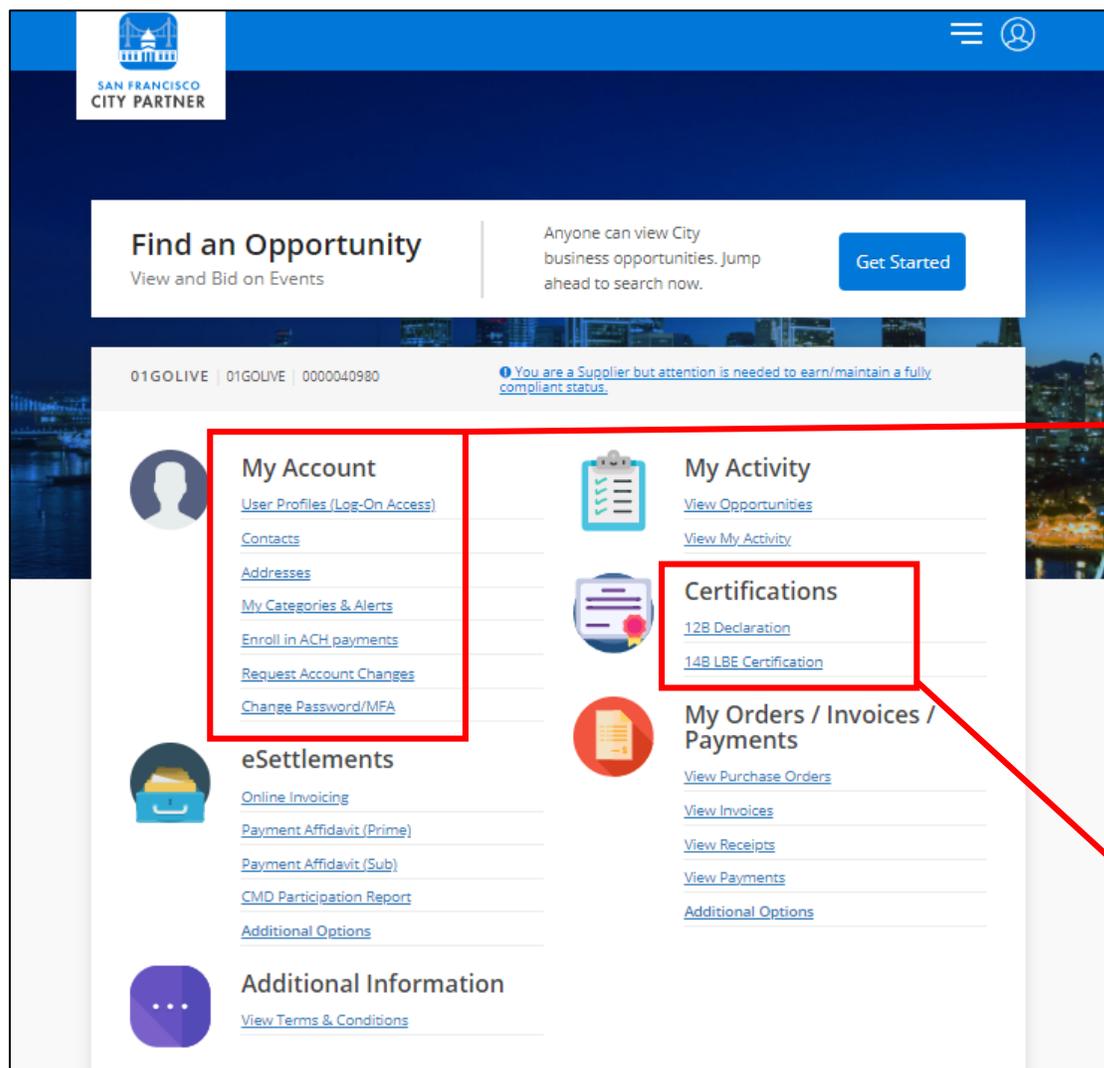
- This box will be reddish if your 12B Declaration has issues or has an approaching expiration.
- If there are issues, you will find directions here on how to address your issue.
- This box will be green if your 12B Status is fine.





Supplier Account Maintenance

Self-Service Maintenance



Most account data needs to be maintained by you on a self-service basis:

- [User Profiles \(Log-On Access\)](#): If your login has Administrator access, you can create new login accounts for your Supplier account or lock out logins to your Supplier account.
- [Contacts](#): Contact listings tell the City who we can contact at your organization for account issues, to notify you of bid opportunities, etc. You can add/edit your Contact listings.
- [Addresses](#): You can add new addresses to your Supplier account on a self-service basis.
- [My Categories & Alerts](#): You can add/edit the NIGP code listings of what goods/services you provide.
- [Enroll in ACH Payments](#): You can enroll to be paid by the City via electronic payments. This leads to a registration process with Paymode, our ACH provider.
- [Change Password/MFA](#): You can change your password and/or MFA security setup.

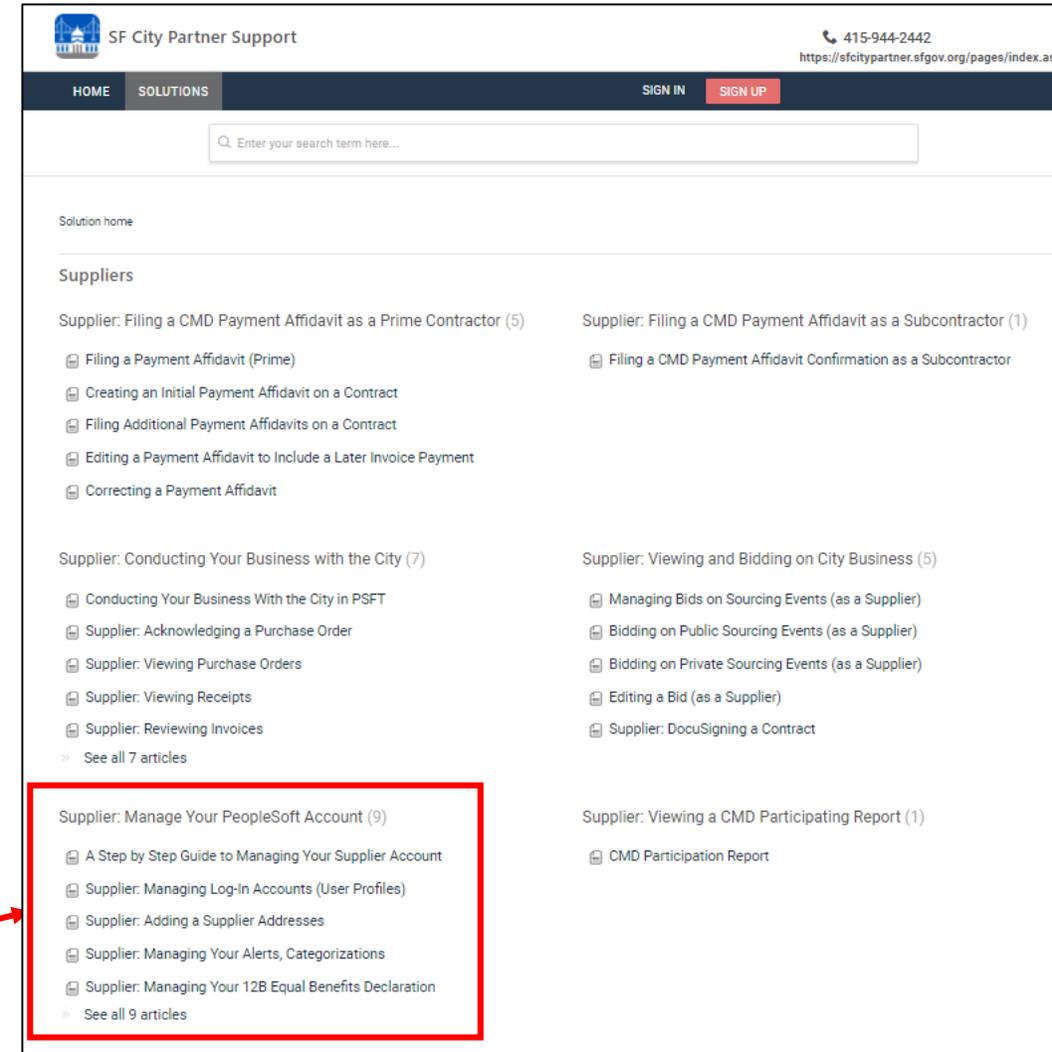
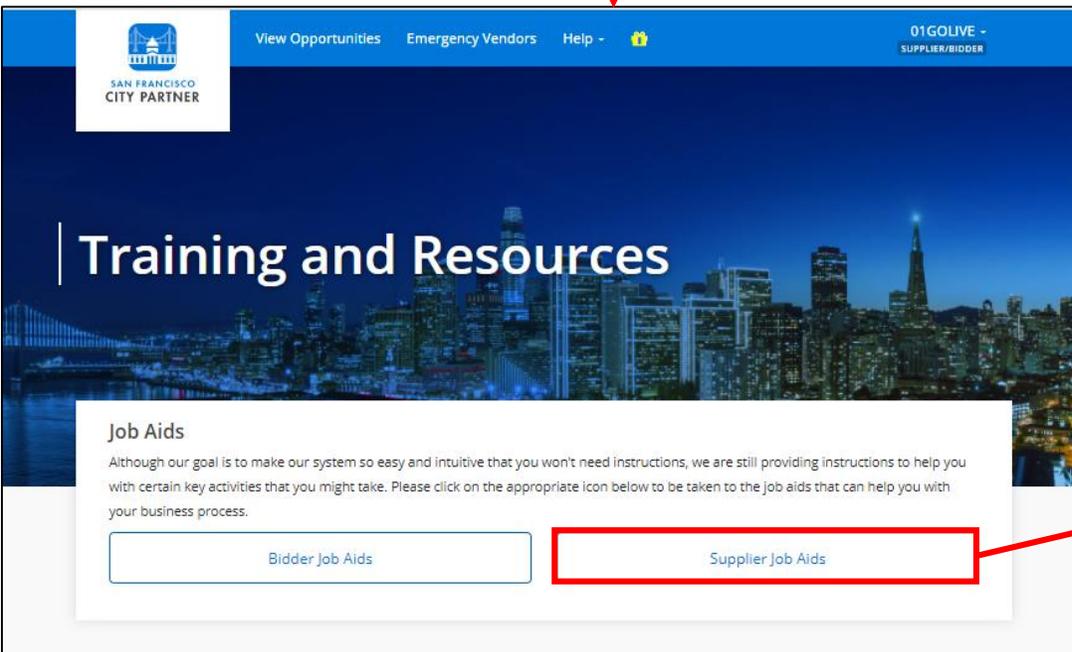
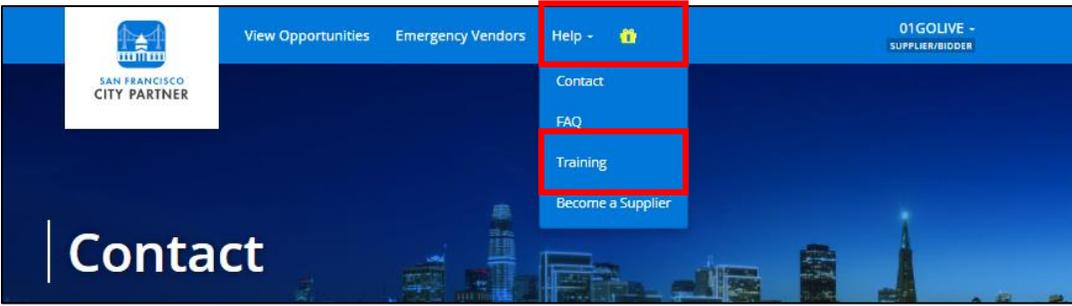
Certain account changes have to be requested instead through the use of the Request Account Changes link including the following:

- Changing/Inactivating an Address
- Marking a Contact as Invalid

You can file 12B Declaration and 14B LBE Certifications on a self-service basis



Supplier Account Maintenance Job Aids Are Available





Supplier Account Maintenance

Compliance with Laws/Ordinances – SF City Partner Website

The screenshot shows the SF City Partner website. At the top, there is a navigation bar with 'View Opportunities', 'Help -', and 'Log In/Register'. The 'Help -' menu is open, showing 'Contact', 'FAQ', 'Training', and 'Become a Supplier'. The 'Become a Supplier' link is highlighted with a red box. Below the navigation, the main heading is 'Become a Supplier' with the subtext 'A guide to becoming an Approved Supplier.' The content includes sections for 'First become a Registered Bidder...', '...then Become an Approved Supplier', and 'Additional Programs and Forms that may apply to you as you work with the City include the following:'. The 'Additional Programs and Forms' section contains eight buttons: 'OPTIONAL 14B LBE Certification for Small Local Businesses', 'Requirements Based on Your Annual Business with the City', 'Contract-Related Requirements', 'First Source Hiring Program', 'Insurance', 'Payment (Labor and Material) Bond', 'Performance Bond', and 'Sweatfree Contracting Ordinance'. A red box highlights the 'Additional Programs and Forms' section, and a red arrow points from this box to the text on the left.

The Become a Supplier page on the SF City Partner website has information/links for other forms and requirements that you may need/want to fill in, depending on the status of your business and the nature/volume of your business with the City





Supplier Account Maintenance

Compliance with Laws/Ordinances - CMD

The Contract Monitoring Division (CMD) website also has links to resources and ordinances related to the 12B Equal Benefits Declaration and 14B LBE Certification programs:

12B Equal Benefits Forms & Resources

<https://sfgov.org/cmd//forms-resources>

14B LBE Certification Forms & Resources

<https://sfgov.org/cmd//resources-1>

CMD also offers a free monthly webinar on the 1st Wednesday of each month at 10:00 AM about 12B Compliance and Becoming a City Supplier and 14B LBE Certification Eligibility and Benefits.

For further information, you can reach out to:

12B Equal Benefits Compliance at cmd.equalbenefits@sfgov.org

14B LBE Certification at lbecert@sfgov.org





Supplier Account Maintenance Compliance with Laws/Ordinances - TTX

The Treasurer & Tax Collector Help Center can be accessed via <https://sftreasurer.org/help-center> or via 311 (or 415-701-2311).

Treasurer & Tax Collector
CITY AND COUNTY OF SAN FRANCISCO

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Property Business Banking & Investments Office of Financial Empowerment Financial Justice Project

Help Center

Home > Help Center

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- Short Term Residential Rentals
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[Ask a Business question](#)

General

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- Business Tax Wire Instructions
- Property Tax Wire Instructions
- Press Inquiries
- Emergency and False Alarm

[Ask a General question](#)





Supplier Account Maintenance

Compliance with Laws/Ordinances - OLSE

San Francisco Labor Laws for City Contractors

Minimum Compensation Ordinance (MCO)

<https://sfgov.org/olse//minimum-compensation-ordinance-mco>

mco@sfgov.org (415) 554-7903

Health Care Accountability Ordinance (HCAO)

<https://sfgov.org/olse//health-care-accountability-ordinance-hcao>

hcao@sfgov.org (415) 554-7903

Fair Chance Ordinance (FCO)

<https://sfgov.org/olse/fair-chance-ordinance-fco>

fco@sfgov.org (415) 554-5192

Consideration of Salary History

<https://sfgov.org/olse//consideration-salary-history>

salaryhistory@sfgov.org (415) 554-6469



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- **Contact Information**



Contact Information

Our User Support Team Is Available to Help!

The screenshot shows the 'Contact' page of the San Francisco City Partner website. At the top, there is a navigation bar with 'View Opportunities', 'Emergency Vendors', and 'Help' (with a gift icon). The 'Help' menu is open, showing 'Contact', 'FAQ', 'Training', and 'Become a Supplier'. The main heading is 'Contact' with the sub-heading 'Contact User Support'. Below this, there is a 'User Ticket' section with the text 'Ask for help or ask a question by creating a User Ticket, which will be routed to the team most capable of helping you.' and two buttons: 'Create A New Ticket' and 'Check Ticket Status'. To the right, there is a 'Live Help' section with contact information: 'Call User Support: Monday — Friday 415-944-2442 8:30 AM — 5:00 PM' and 'Email User Support: sfcitypartnersupport@sfgov.org'. Below this is a 'One-on-One Labs' section with details about availability and reservation. At the bottom of the 'Live Help' section, there is a 'Help Me' button and a 'Return' button at the very bottom of the page.

You can file a User Ticket

Live support is available on workdays from 8:30 AM – 5:00 PM via phone and/or email

We have screen-sharing technology that can be used by a User Support agent

